

Internal/External Posting
2nd Posting
STATE OF MONTANA JOB VACANCY

DEPARTMENT OF CORRECTIONS
An Equal Opportunity Employer

September 5, 2006

Job Title:	Director of Care and Custody	Position No.:	64104025
Division:	Youth Services	Pay Band:	7
Location:		Bargaining Unit:	No
Status:		Supplement:	No
Salary:	<i>To market of 55,049</i>	Shift:	Day

Application Deadline: Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy. Previous applicants need not reapply. Applications submitted before the first deadline will remain considered.

Human Resources

Pine Hills Youth Correctional Facility **fax** to (406)232-7432 **email** to strickel@mt.gov
4 North Haynes Avenue
Miles City, MT 59301

Must be postmarked by 9/22/06.

Application materials are available on the web at www.discoveringmontana.com

Special Information: The Director of Care and Custody is responsible for the management of the institution during the Superintendent's absence, and is second in the facility chain of command to the Superintendent. This position manages the major portion of the direct care program and its supportive services to ensure that the needs of committed youth are met. The incumbent will be guided by Department and Pine Hills policies; Department of Corrections and Pine Hills mission statements; American Correctional Association Standards and federal, state and local laws, regulations and rules.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at Pine Hills – 406/233-2251.

Equal Employment Opportunity Employer: The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. The Department of Corrections is a smoke free agency.

Typical Duties:

Administrative

- *Recommends staffing needs through the analysis of facility programs, mission, budget, position control reports and program needs
- *Responds in writing to staff and juvenile grievances at the institutional level as assigned by the Superintendent.
- *Monitors the admission, release and discharge of institutional residents. Serves on the Length of Stay Guidelines Committee, establishing tentative parole dates for juvenile offenders.
- *Evaluates supervisory staff through annual performance appraisals, personal interviews, work site inspections, reviews of the units and Pine Hill's Supervisor's Monthly Reports to ensure agency and facility objectives, standards and policies are met and employees are recognized for their contributions.
- *Completes special administrative projects for the Superintendent.
- *Serves as the Accreditation Manager organizing, monitoring, and preparing files and documentation to maintain American Correctional Association accreditation.

Custody and Treatment

- *Instructs supervisors and other management staff on security policies and procedures, post orders, and emergency plans.
- *Reviews, evaluates and implements changes in security, treatment and recreational programs to ensure they meet the facility mission.
- *Conducts on-site reviews of most sections to ensure compliance with the facility and department mission, policy, state and federal law.
- *Chairs the Discipline Review Committee ensuring that appropriate and consistent sanctions are given to youth found to have violated major facility rules.

Operations

- *Monitors population, youth discipline activity and other data to recommend juvenile movement within the facility.
- *Monitors budget and spending priorities and makes recommendations for facility expenditures.
- *Responds to inquiries from the public and/or the media when directed by the Superintendent.

Qualifications:

Competencies required:

- *Uses analytical thought process
- *Customer oriented
- *Influential

- *Persuasive
- *Effective communication (written and verbal)
- *Proactive
- *Creative problem solving

Education and Experience: Bachelors Degree in related field plus 5 years of progressive management or administrative responsibilities in the corrections field. Specific Juvenile Corrections experience is highly desired.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections. ****HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH****
4. College transcripts

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Applications and transcripts will be reviewed and screened. Qualified applicants will be contacted for personal interviews (required). Interviews will be conducted by a panel of experts in youth corrections.

Compensation: This position is placed on band 7 on the state's broadband pay plan. The normal entry to market salary range is \$21.175 to \$26.466 hourly, depending on qualifications with raises granted by the legislature. State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees

include a credit union, a deferred compensation program, public employees retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

****SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE****

**DEPARTMENT OF CORRECTIONS
Pine Hills Youth Correctional Facility**

**REFERENCE AND CRIMINAL BACKGROUND CHECK
AUTHORIZATION FORM**

Reference:

Applicant's Name: _____
(Please print or type)

Previous names (i.e. maiden name, previous married names)

Social Security Number: _____

Date of Birth: _____

List states where you have resided_____

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record.

I hereby authorize the Department of Corrections to contact any or all of my present or past employers, co-workers, personal references or any other possible work contacts. I release these employers and/or references from any liability which may relate to the information provided to the Department. I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for employment purposes only.

Have you ever been convicted of a felony or misdemeanor other than a minor traffic violation? _____ If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

This authorization shall be valid and effective for one year from the date signed.

Applicant Signature

Date